

**FRANKLIN COUNTY
DEPT. OF JOB AND FAMILY SERVICES
80 E. Fulton St.
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

POSITION: Assistant County H.S. Administrator 4/
Assistant Director **P.C.N.** 100120

DEPARTMENT: Director's Office **P.R.** N22

RESPONSIBILITIES: The position of Assistant Director of Franklin County Department of Job and Family Services is a highly responsible position. Assist the Director in administering county job and family service agency which provides services, including TANF, Food Stamps, Medicaid, subsidized child care, adult protective services, Workforce Investment Act (WIA), workforce services and others including contracted services to over 100,000 people per month. The agency has over 600 employees and managers a budget of over \$140,000,000. Specifically responsible for the administration and direction of the Development Support Services area, Workforce Development, Adult/Nursing Home Services, the Quality Support Services Area and Program Policy Area. Provide direct supervision and administration guidance, and overall vision to the Executives of the above named areas.

Works closely with the Director in development of all policies relative to the administration of the agency and planning of the above listed programs; participates in establishing priorities for hiring and placement of new staff.

Assist the Agency Director in evaluating and monitoring current agency operations and programs and developing new and revised programs.

Review all state and federal regulations to ensure that all areas of the agency are in compliance; make recommendations to state and federal officials relative to new or existing regulations and issues.

Assume total responsibility for agency operations in Director's absence. Act as the agency and/or Commissioners representative on various community coalitions and work-groups, attend meetings and conferences on behalf of the Director.

QUALIFICATIONS: Bachelor's degree required, Master's degree preferred. Completion of undergraduate major program core coursework in social work, or sociology or child and family community service or rehabilitation, (or 24 mos. exp. in human services organization); 600 hrs. training in federal or state laws and rules and procedures governing welfare operations and services, (or 18 mos. exp. working in welfare agency); 4 courses in administrative aspect of practices in human services organization or business administration of public administration which covered topics of public budgeting and spending, finance or financial management, decision making or policy formulation, human resources and development and human resources management (or 12 mos. exp. in supervisory/management); 1 course in public relations (or 3 mos. exp.); 1 course in interviewing (or 3 mos. exp.); or equivalent. Plus 12 mos. exp. in program planning to meet human services needs to include making budgetary and staffing projections. **Unusual Working Conditions:** Requires travel that may involve overnight stay.

Competitive Salary plus comprehensive benefits.

DATE POSTED: Friday, October 6, 2006

DEADLINE TO APPLY: Until position is filled

Interested candidates should send a resume to the Franklin County Human Resources Department, 373 S. High Street, 25th Floor, Columbus, OH 43215.

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